



Keyboard Shortcuts

Shortcut	Description
Shift + 8 (*)	Searching Wildcard, used either before or after information.
Ins	Add/Insert (Equivalent to clicking the "+" icon)
Del	Delete (Equivalent to clicking the "-" icon)
F1	Opens the Help screen related to the field/screen you're on
F2	Clears a red text field
F5	Hot Spot to a Contact (if in HUD-1 to code field). When in Preview mode of documents, will Hotspot to Prompts (open)
F6	GoTo (allows user to jump to a specific field code – must type in complete field code)
F7	Runs Spell Check
F8	Opens Formula Editor dialog screen (permission based)
F9	Opens Lookup Table (when in a field)
F11	Opens Loan Funding Summary
F12	Opens Order Balance screen
Ctrl + E	Expand screen in flow text fields
Ctrl + N	Create New Order
Ctrl + S	Save
Ctrl + T	Create New Template
Ctrl + D	Opens Documents Tab
Ctrl + R	Opens Register Tab
Ctrl + Page Down	Moves between open tabs
Ctrl + Page Up	Moves between open tabs
Alt + Page Down	Moves to the first screen in the next Explorer Bar
Alt + Page Up	Moves to the last screen in the previous Explorer Bar
Alt + 0176	Inserts the degree (°) sign

SoftPro Lite Support - (800)-313-0085
www.softprolite.com



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